



Step 3:

NetDMR: Entering DMR Data

1. Open your internet browser and go to <https://netdmr.epa.gov>. Login and click on your role listed next to NDMR-LA: NetDMR: Louisiana DEQ. Click **Continue to NetDMR** on next page.
2. On the NetDMR home screen, select your Permit ID within the Search all DMRs and CORs box. Click **Update**.
3. Scroll down to the field titled, "Monitoring Period End Date." Enter the monitoring period end date of the DMR you're looking for in the start and end date range boxes. The date must be in MM/DD/YYYY format. Example: If you're looking for second quarter 2015 DMRs, you would enter 06/30/2015 in both boxes.
4. Click **Search**. The Search results on the following page will list all available DMRs for the date specified.
5. Locate the DMR for which you would like to enter data. To ensure that you are selecting the right DMR, verify the Permit ID, Discharge #, and Monitoring Period End Date. Select Edit DMR on the drop down box, and then click **Go**.
6. Use your lab results and enter your DMR data.
 - a. If your company employs a third party lab, the lab may offer to enter your DMR data for you.
 - b. If your plant had no flow during the reporting period, click on the Form NODI (No Data Indicator) dropdown box and choose NODI C.
 - c. Other NODI codes and descriptions can be found by clicking the NODI list button. If you aren't sure on how to report something, email us at deqnetdmr@la.gov.
7. Click **Save & Continue**. Verify that the Status says NetDMR Validated.
 - If the Status says NetDMR Validation Errors, scroll down to the bottom of the page to determine what the errors are. You must correct hard errors as outlined in the Edit Check Errors table. You may acknowledge soft errors (ex. permit exceedances) by clicking the corresponding check boxes, and then click **Save & Continue** again.



8. Optional: If you would like to include an attachment with your DMR, click **Add Attachment**. LDEQ requires attachments to come in PDF format. Click **Save & Continue** again.
9. When you have finished entering your DMR data, review the following:
 - a. Verify the data entered and check for typographical errors.
 - b. Acknowledge soft errors, if any.
 - c. Include DMR comments and/or attachments.
 - d. If you have made *any* changes, click Save & Continue.
 - e. Verify that the DMR Status is NetDMR Validated.
 - i. If the Status does not say NetDMR Validated, then this DMR cannot be signed and submitted.
10. Contact your DMR signatory and let them know the DMR is ready to be signed and submitted.

Questions? Email us: deqnetdmr@la.gov